



Instructions for Electronic Submission System (ESS) Oil and Gas Production Data Entry



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Environmental Resource Analyst
Office of Oil and Gas

Introduction – Electronic Submission System

The Electronic Submission System (ESS) has been developed by WV DEP as an interface between the Agency and the regulated community to allow for the direct electronic linkage of information.

Several other industries have been using the system for several years with great success. The Office of Oil and Gas expects to expand our use of this system for oil and gas activities.

The ESS web page will explain the Sign up process.


ESS Home page: <https://apps.dep.wv.gov/eplogin.cfm>

The Security Administrator will serve a very important function in your organization, so read that carefully. The security administrator will assign rights to others in your organization, or to consultants that work on your behalf.

NOTE: If your organization already has a login for ESS that you obtained for purposes unrelated to oil and gas, you do not need to request a separate ESS login, examples of other ESS uses are below:

- Aboveground Storage Tank registration
- Water/Mining ePermitting
- Water/Mining eDMRs
- Other electronic forms for Water/Mining/Oil & Gas
- Air permit determination forms

Introduction



Electronic Submission System

News

Released	Office	Application
12/10/2014	Electronic Submission System (ESS)	Mining's newest version of the Revision also now allows bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated.
10/22/2014	Electronic Submission System (ESS)	Mining's newest version of the Incidental Boundary Revision (IBR) and Amendment applications now allow bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated. There will be a Bulletin coming out with more details.
07/31/2014	System Maintenance	Network Outage tonight at 9:00pm, lasting no more than 15 minutes. ePermitting and eDMR will be unavailable beginning at 5pm on July 19, 2014, the WV Office of Technology (WVOT) Network Engineering team will be upgrading the existing


Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 6.0 or later).

NOTE:

You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours.
- You will then have access to complete your Electronic Submissions online.



Account

- Login
- Sign Up

Aboveground Storage Tanks (ASTs)

- Do I need to register?
- Registration
- User's Guide
- Sample Registration

ESS Guidance

- Sign Up Guidance
- Security Guidance

Mining

- Tour
- General FAQ
- Maps
- eMaps

Beginning in 2015, for the reporting of 2014 oil and gas production data, the Office of Oil and Gas is requesting that operators report production data using the Electronic Submission System (ESS).

A login ID is required, instructions are available using the “Sign Up” option on login screen. Many companies will currently have a login ID.

Navigate to ESS login screen:

<https://apps.dep.wv.gov/eplogin.cfm>

Complete production reporting instructions and forms are available at:

<http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx>

Be sure to read instructions for completing the WR-39e form. There are details that must followed.

Step 1: Login Screen

dep west virginia department of environmental protection

Electronic Submission System

News

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VERIFIED BY
GeoTrust
West Virginia...
CLICK 12.12.14 17:48 UTC

From the login screen at:

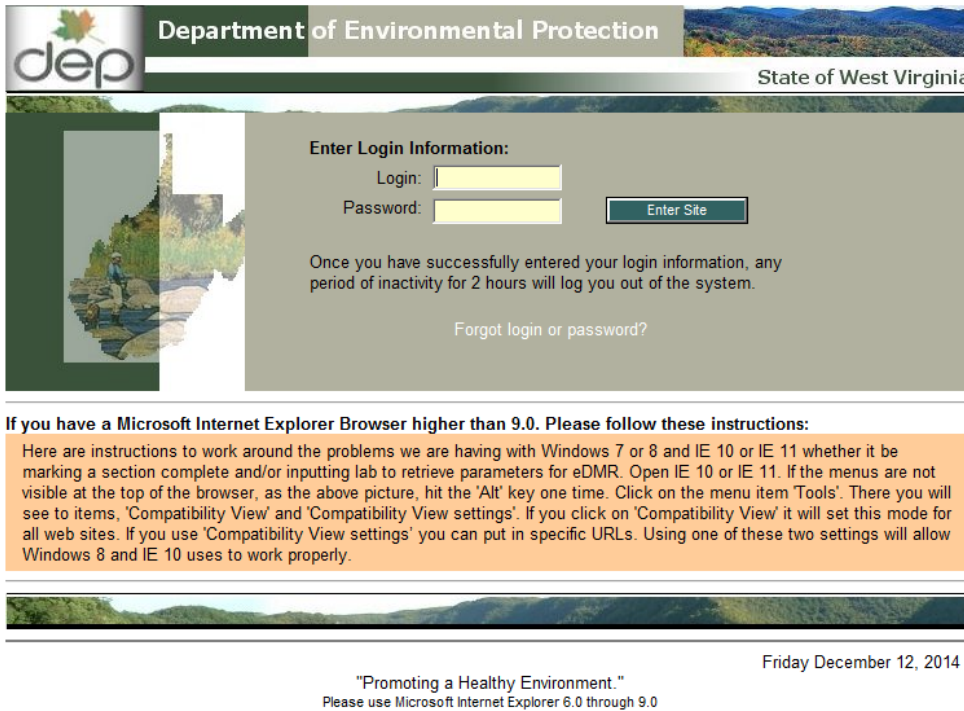
<https://apps.dep.wv.gov/eplogin.cfm>

If you currently have login ID, choose: "Login".

If you do not have login ID, choose "Sign Up". (See instructions on previous page.

See Sign Up Guidance and Security Guidance for further explanation.

Step 2: Login Screen



The screenshot shows the login interface for the Department of Environmental Protection, State of West Virginia. At the top, there is a header with the 'dep' logo and the text 'Department of Environmental Protection' and 'State of West Virginia'. Below the header, on the left, is a map of West Virginia. The main content area is titled 'Enter Login Information:' and contains two input fields: 'Login:' and 'Password:'. To the right of the 'Password:' field is a button labeled 'Enter Site'. Below the input fields, there is a paragraph of text: 'Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.' and a link: 'Forgot login or password?'. At the bottom of the page, there is a footer with the text: 'Promoting a Healthy Environment.' and 'Please use Microsoft Internet Explorer 6.0 through 9.0'. The date 'Friday December 12, 2014' is also displayed in the footer.

Department of Environmental Protection
State of West Virginia

Enter Login Information:

Login:

Password:

Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.

[Forgot login or password?](#)

If you have a Microsoft Internet Explorer Browser higher than 9.0. Please follow these instructions:

Here are instructions to work around the problems we are having with Windows 7 or 8 and IE 10 or IE 11 whether it be marking a section complete and/or inputting lab to retrieve parameters for eDMR. Open IE 10 or IE 11. If the menus are not visible at the top of the browser, as the above picture, hit the 'Alt' key one time. Click on the menu item 'Tools'. There you will see to items, 'Compatibility View' and 'Compatibility View settings'. If you click on 'Compatibility View' it will set this mode for all web sites. If you use 'Compatibility View settings' you can put in specific URLs. Using one of these two settings will allow Windows 8 and IE 10 uses to work properly.

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0

Friday December 12, 2014

To login:

Enter Login ID and Password to enter site.

See these instructions about computer operating systems and browser compatibility



Step 3: Create New Screen for Data Entry

Pick the options as shown from “selection process” screen.

In the **Applicant** box, select your company (It will be an option after you have registered in ESS) , or the companies which you have rights assigned to you.

The **Ref. ID** field is important and will be created by you, the Operator. This will name the data screen “application” and will identify it in the future.

Name your application in the format as shown.

Use your Company name, year and reference “production”, or “Prod.”

50 characters maximum in this field

Then, click “Create New”

west virginia
dep **electronic submission system**

selection process

Welcome KEARNEY-OUTSIDE, JOHN

Process: New
Office: Oil and Gas (OOG)
Applicant: KEARNEY-OUTSIDE, JOHN (Who is this?)
Type: Electronic Production - WR39E (OOG)
Ref. ID: XYZ Oil and Gas 2014 Production

Create New Log out

Last 60 days work-in-progress

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Commonwealth - Partial - One well 2013 (11/17/2014)	Submitted	11/17/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Wagner-Charles roger 2013 Corection (08/11/2014)	Submitted	08/11/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		Devonian Gas Prod - CORRECTION 2013 (09/16/2014)	Submitted	09/19/2014
KEARNEY-OUTSIDE		WR39E				

Step 4: Select Electronic Production Submittal

west virginia
dep **electronic submission system**

section list

Attachments
Comments
Activities
Print
Progress
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.
By clicking on each item, you can fill out the required form and submit your application for approval.

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0

Friday, 12/12/2014 1:15 PM


Done

Local intranet | Protected Mode: Off

Select "Electronic Production Submittal"

This will take you to Electronic Production Submittal page.

Step 5: Upload Production Data File



Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

☐ Section Complete ☒ Section Incomplete

Activities Attachments Comments Instructions

File Submission Method: ☐ Disk ☐ eSubmission ☒ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

Description of PRODUCTION.XLS (Click here to download a copy)
All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
The SIZE column indicates the column width.
No production should be indicated with a 0 (zero).

Column	Field Name	Size	Description
A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR
C	API	8	WELL API NUMBER
D	JAN_OIL	8	JAN OIL BBLS
E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLS
G	FEB_OIL	8	FEB OIL BBLS
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLS
J	MAR_OIL	8	MAR OIL BBLS
K	MAR_GAS	8	MAR GAS MCF
L	MAR_NGL	8	MAR NGL BBLS
M	APR_OIL	8	APR OIL BBLS
N	APR_GAS	8	APR GAS MCF
O	APR_NGL	8	APR NGL BBLS
P	MAY_OIL	8	MAY OIL BBLS
Q	MAY_GAS	8	MAY GAS MCF
R	MAY_NGL	8	MAY NGL BBLS
S	JUN_OIL	8	JUN OIL BBLS

DEFINITION OF TERMS
YEAR: Is the Calendar year of data. ie 2004
OPERATOR ID: Is the ID of the Well Operator.
API: Is an 8 digit numeric value with no decimal places. The first 3 digits correspond to a county code. (e.g. 087 is Roane County) the last five are the permit number (e.g. 04321). In the previous example API NO. would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API NO. would be 8704321. Another example: Barbour 00101234 would be 101234.
XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).
XXX_GAS: Is an 8 digit numeric value with no decimal. Measurement of the gas produced from the well during the month in thousand cubic feet. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero).
XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

Local intranet | Protected Mode: Off 100%

Select “eSubmission” for File Submission Method.

Then choose “Attachments” to load your production Excel file, form WR-39e.

Step 6: Browse to Data File, Upload File

Use the upload screen to navigate to your WR-39e spreadsheet on your computer. Use the Browse button.

After selecting your file, click “Upload”

Note: Your file name CAN NOT contain special characters, like “ & \$ # @”

If your company name is like “XYZ Oil & Gas”, spell out the word “and”.

It will not accept the “&” symbol.

WR39E: Electronic Production Submittal

Section Complete Section Incomplete

File Submission Method: Disk, Submission, Excel File, Fax, Paper, Telephone

Electronic Oil and Gas Production Submittal

Description of PRODUCTION: All entries should be numeric. The SIZE column indicates the volume of production. No production should be indicated with a 0 (zero).

Applicant: KEARNEY-OUTSIDE, JOHN
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New
Type: Electronic Production
Permit: New/Pending

Additional Documents you want to attach: [Help] [Upload] [Comments] [Close]

Action	Description	Select file to upload	File name/Upload date	Version	CBI?
	Oil and Gas Production Excel File (Change description if necessary)	Browse...		0	

Additional Documents you want to attach: [Help] [Upload] [Comments] [Close]

Done Local intranet | Protected Mode: Off

Column Field Name
A YEAR
B OPERATOR_ID
C API
D JAN_OIL
E JAN_GAS
F JAN_NGL
G FEB_OIL
H FEB_GAS
I FEB_NGL
J MAR_OIL
K MAR_GAS
L MAR_NGL
M APR_OIL
N APR_GAS
O APR_NGL
P MAY_OIL
Q MAY_GAS
R MAY_NGL
S JUN_OIL
T JUN_GAS
U JUN_NGL
V JUL_OIL

8 FEB NGL BBLS
8 MAR OIL BBLS
8 MAR GAS MCF
8 MAR NGL BBLS
8 APR OIL BBLS
8 APR GAS MCF
8 APR NGL BBLS
8 MAY OIL BBLS
8 MAY GAS MCF
8 MAY NGL BBLS
8 JUN OIL BBLS
8 JUN GAS MCF
8 JUN NGL BBLS
8 JUL OIL BBLS

XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production for that month in thousands of barrels. A cubic foot of gas shall mean the volume of gas contained in one cubic foot at a standard pressure base of 14.73 pounds per square inch absolute, and a standard temperature of 60 degrees Fahrenheit. If more than one well passes through a common meter, then the production should be averaged over the wells feeding that meter. No production should be indicated with a 0 (zero).

XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of NGL shall be same volume on which interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

Step 7: Selection Complete

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete Section Incomplete

Activities Attachments Comments

File Submission Method: ☐ Disk ☒ eSubmission ☐ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

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C	API	8	WELL API NUMBER
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E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLs
G	FEB_OIL	8	FEB OIL BBLs
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLs
J	MAR_OIL	8	MAR OIL BBLs
K	MAR_GAS	8	MAR GAS MCF
L	MAR_NGL	8	MAR NGL BBLs
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After you hit “Upload” you will see a message that the file is uploading.


When the file is uploaded, it will return to this screen.

“Comment” Button: If you would like to add a comment about your file, use the “Comment” button now. If you are submitting one file, and nothing unusual is occurring, no comments would be needed.

If you are sending in a correction file, a second file, an update, or anything else unusual, add a comment explaining the situation.

When ready to submit, select “Section Complete” button.

Step 8: Validation



Current User: KEARNEY-OUTSIDE, JOHN

Ref. Id: XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)

Status: New

Applicant: KEARNEY-OUTSIDE, JOHN

Type: Electronic Production

Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete

Section Incomplete

Activities

Attachments

Comments

Instructions

File Submission Method: ☐ Disk ☒ eSubmission ☐ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

File ready. Please go to the Index menu and submit the application.

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XXX_NGL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of NGL production for that month that is determined through the standard practices of common carriers in the State of West Virginia.

Save Changes

Back

Next

Print

Current Version

Reset

Navigator

Menu

Index

Home

Log Out

The system now checks the accuracy of your data file.

If there are no problems with your data, this screen appears.

If “Errors” or “Warning” statements appear, you may have to edit your file. Discussion of this is in slides below.

In this example, there are no errors or warnings, all is good, so proceed to next step.

Select “Menu” below.



Step 9: Submit Data

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dep **electronic submission system**
section list

Current User: KEARNEY-OUTSIDE, JOHN Applicant: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014) Type: Electronic Production
Status: New Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

SUBMIT APPLICATION

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

Monday December 15, 2014

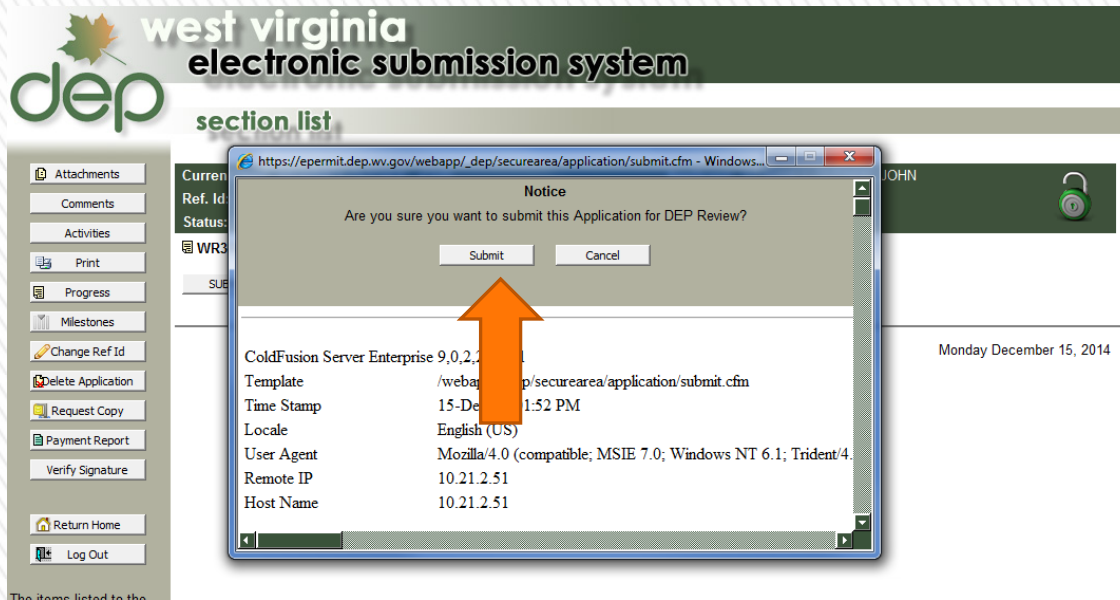
Return Home Log Out

The items listed to the right make up the application.

This screen appears.

Now select "Submit Application"

Step 10: Submit Button



This confirmation screen appears.

Select the "Submit" button.

The data is now uploading. This may take a few seconds, up to a minute.

Do not disturb this process.

Step 11: Complete

After successful upload, this screen appears.

You will notice that the “padlock” has turned red in color. This indicates that this application is complete on your end, and that no further changes can be made by you.

On all screens prior to this, the padlock was green. That indicates changes can be made by you.

If any changes are needed to be made by you, after the padlock is red, the WVDEP must unlock it.

Congratulations. You have successfully uploaded your annual production data !!

You will receive email confirmation.

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dep **electronic submission system**

section list

Attachments
Comments
Activities
Print
Progress
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.
By clicking on each item, you can fill out the required form and submit your application for

Current User: KEARNEY-OUTSIDE, JOHN
Applicant: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Type: Electronic Production
Status: New
Permit No.: New/Pending

This Application was submitted on 12/15/2014 13:54:59
WR39E: [Electronic Production Submittal](#)

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

Monday December 15, 2014

Errors and Warnings

The ESS system will check the accuracy of data that is being reported by you. It will report back to you problems, in the form of “Errors” and “Warnings” on the screen shown at Step 8. These can be corrected by you prior to submitting your data. Instructions on correcting these are in slides below.

Errors – Errors are problems that will not allow importation of data. We can break errors into two categories: Mistakes (or typos) in your data file, and errors related to conflicts of real data.

- Common errors related to your mistakes in your data include:
 - Typos, or incorrect Operator ID or API numbers. If these numbers reported by you are not in our system, they cannot be reported on. You probably made a mistake or typo.
 - WR-39e file format issues. Letters, symbols, negative numbers in the data, or extra data fields, like totals, or well numbers, are not allowed in the production data fields. Only numbers are allowed. Please see the instructions for completing the WR-39e form.
 - Blank lines of data below the data field headers. The computer sees the header line and looks for real data below this line, any non-numbers below this line will cause errors.
- “Real” problems include:
 - Listing NGL data on wells that are not Horizontal H6A wells. These are the only wells we accept NGL data on.
 - API number of wells do not exist.
 - Operator does not exist.

Errors and Warnings

Warnings – Warnings are conflicts of data, but will allow the data to be imported. As with errors, warnings can be grouped into typo-like mistakes in the data, or “real” errors.

- Common warnings caused by data mistakes can be:
 - Mistyping an Operator ID or API, but this number exists in our system, it will give you a warning about ownership because you’ve given it the wrong numbers. Check to see if you have entered the correct numbers or made a typo.
 - Typos can give you warnings about the well status, such as a plugged well. Again, it is because you gave it the wrong well API.
- “Real” data warning problems occur when you have entered information correctly, but there is a conflict with ownership, well status (plugged), type of well (UIC).
 - Ownership conflicts can be caused by a variety of factors, including:
 - The well was sold the year of reporting and you are reporting a partial year’s production. This is acceptable, proceed with importing.
 - You recently sold the well and transfer is not yet completed, proceed with importing.
 - Ownership has changed, but for whatever reason, transfer has not been completed, either recently or historically. If you are confident you are reporting on the correct well, you may import data. Then you can follow up on correcting your wells that are on your bond and fix these discrepancies. This is the time to correct these well lists. Contact OOG to assist in correcting these.
 - Well Status.
 - It is fairly common to report production on plugged wells. This is often caused by historical plugging permits that were cancelled and not plugged, but the well status says plugged (or reporting the wrong well.) Review these and if you are sure the well is not plugged, submit the data and follow up to correct your well.

Errors and Warnings

Here is an example of an error and warnings would that appear at Step 8, after you upload the data.

After you select “Section Complete”, the system uploads your data and performs validation on the correctness of your data. It checks the records in your file against the records in our database about your wells.

If differences, or errors, are discovered, a report of these problems are presented, as shown here.


It will be a good practice to use these warnings to check the quality of your well records, your production file, historical well statuses, and the completeness of our database.

This example has an error that one well does not exist. This was most likely a typo. Go to your WR-39e file and make the correction on this API number.

There are warnings that the wells belong to another company. In this example the WR-39e file contains the wrong operator ID, the wells are not registered to this operator. This company had changed their official name but used their old Operator ID. The correction here is to change Operator ID to the new, correct Operator ID number.

Make corrections on your file, on your computer, save them, then reload as shown in the next slides.

Electronic Application System - Windows Internet Explorer

 Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete Section Incomplete

Activities Attachments Comments

File Submission Method: ☐ Disk ☐ eSubmission ☐ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

Number	Type	Description	Action
1	Error	This Well API 8510036 does not exist.	Please check the Well API Number.
2	Warning	The Well API 3305382 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
3	Warning	The Well API 1705322 exists, but belongs to EXCO RESOURCES (WV), INC.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
4	Warning	The Well API 3305391 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
5	Warning	The Well API 3305618 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
6	Warning	The Well API 3305472 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
7	Warning	The Well API 3305327 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
8	Warning	The Well API 8509963 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
9	Warning	The Well API 3305390 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
10	Warning	The Well API 1705751 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
11	Warning	The Well API 3305596 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
12	Warning	The Well API 1705545 exists, but belongs to ANTERO RESOURCES APPALACHIAN CORPORATION.	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
		The Well API 3305590 exists, but belongs to	Please check the Well API Number. If it is correct,

Corrections – Reload the File

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Locked for review

File Submission Method: ☐ Disk ☒ eSubmission ☐ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

Description of PRODUCTION.XLS (Click here to download a copy)
All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
The SIZE column indicates the column width.
No production should be indicated with a 0 (zero).

Column	Field Name	Size	Description
A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR

DEFINITION OF TERMS
YEAR: Is the Calendar year of data. ie 2004
OPERATOR ID: Is the ID of the Well Operator

After making needed corrections on your WR-39e file:

Select “Attachments” to load corrected file.

Attach/View Files - Windows Internet Explorer

Applicant: KEARNEY-OUTSIDE, JOHN
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Type: Electronic Production
Permit: New/Pending

Additional Documents you want to attach

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File	Replace this file	XYZ Oil and Gas WR39e 2014.xlsx 12/12/2014	0	<input type="checkbox"/>

Additional Documents you want to attach

Done

Local intranet | Protected Mode: Off

Select “Replace this file”

Attach/View Files - Windows Internet Explorer

Applicant: KEARNEY-OUTSIDE, JOHN
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Type: Electronic Production
Permit: New/Pending

Additional Documents you want to attach

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File	<div>Cancel Oil and Gas Production Excel File Browse...</div>	XYZ Oil and Gas WR39e 2014.xlsx 12/12/2014	0	<input type="checkbox"/>

Don't forget to click the Upload button before closing the window

Local intranet | Protected Mode: Off

This screen comes up, Browse again to load your corrected file

Hit “Upload” again, then “Section Complete” button.

Corrected Data Check

After uploading corrected file, these warnings came up.

This warning shows the current operator listed in our database is not the operator listed in the Excel file (by the Operator ID). This is a common occurrence.

Use this warning to check your data.

1. Did you incorrectly list the API number (typo? not recorded correctly) ?
2. Were these wells purchased from this operator?
3. Were transfers requested to WVDEP?
4. Were there problems with the transfers?
5. Do these wells belong to an affiliated, or sister company? If so, use that company's Operator ID.
6. Is the Operator ID listed correctly?

The screenshot shows the WVDEP Electronic Production Submittal interface. At the top, it displays user information: Current User: KEARNEY-OUTSIDE, JOHN; Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014); Status: New; Applicant: KEARNEY-OUTSIDE, JOHN; Type: Electronic Production; Permit No.: New/Pending. The main heading is 'WR39E: Electronic Production Submittal'. Below this, there are tabs for 'Section Complete', 'Section Incomplete', 'Activities', 'Attachments', 'Comments', and 'Inst'. The 'File Submission Method' section shows 'eSubmission' selected. The 'Electronic Oil and Gas Production Reporting' section contains a table with two warnings. The first warning states: 'The Well API 1705322 exists, but belongs to EXCO RESOURCES (WV), INC.. Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.' The second warning states: 'The Well API 3303256 exists, but belongs to EXCO RESOURCES (WV), INC.. Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.' Below the warnings, there is a link to download a copy of 'PRODUCTION.XLS'. A note states: 'All entries should be numeric. No letters, spaces, or other punctuation will be accepted. The SIZE column indicates the column width. No production should be indicated with a 0 (zero).' A table with columns 'Column', 'Field Name', 'Size', and 'Description' is shown. The 'DEFINITION OF TERMS' section provides definitions for YEAR, OPERATOR ID, API, JAN_OIL, JAN_GAS, JAN_NGL, FEB_OIL, FEB_GAS, and FEB_NGL. The bottom of the interface includes a 'Save Changes' button, a 'Back' button, a 'Next' button, a 'Print' button, a 'Current Version' dropdown, a 'Reset' button, and a 'Navigator' menu with links to 'Menu', 'Index', and 'Home'.

Number	Type	Description	Action
1	Warning	The Well API 1705322 exists, but belongs to EXCO RESOURCES (WV), INC..	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.
2	Warning	The Well API 3303256 exists, but belongs to EXCO RESOURCES (WV), INC..	Please check the Well API Number. If it is correct, please contact WV DEP Oil and Gas. You can still submit the data.

Description of PRODUCTION.XLS (Click here to download a copy)

All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
The SIZE column indicates the column width.
No production should be indicated with a 0 (zero).

Column	Field Name	Size	Description
A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR
C	API	8	WELL API NUMBER
D	JAN_OIL	8	JAN OIL BBLS
E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLS
G	FEB_OIL	8	FEB OIL BBLS
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLS

DEFINITION OF TERMS

YEAR: Is the Calendar year of data, ie 2004

OPERATOR ID: Is the ID of the Well Operator.

API: Is an 8 digit numeric value with no decimal places. The first 3 digits correspond to a county code. (e.g. is Roane County) the last five are the permit number (e.g. 04321). In the previous example API NO. would be 08704321. However, since this is a numeric field, the leading zero will be removed by Excel. The final API N would be 8704321. Another example: Barbour 00101234 would be 101234.

XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

Submit Corrected Data

At this point the operator has determined that these wells do in fact belong to them.


To facilitate the timely submission of data, it is acceptable to submit this file. After submission of data, the operator will contact the Office of Oil and Gas to begin the correction process of wells with warning statements.

This will most like involve submission of form OP-77 to transfer wells. There are several scenarios of why these types of warnings may occur. The Office of Oil and Gas will assist you to correct them.

When you are ready to submit, click the “Menu” button.

You can view the wells that are registered to you at:

https://apps.dep.wv.gov/oog/wellsearch_new.cfm

 **Current User:** KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete Section Incomplete Activities Attachments Comments Inst

File Submission Method: ☐ Disk ☒ eSubmission ☐ Excel File ☐ Fax ☐ Paper ☐ Telephone

Electronic Oil and Gas Production Reporting

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C	API	8	WELL API NUMBER
D	JAN_OIL	8	JAN OIL BBLs
E	JAN_GAS	8	JAN GAS MCF
F	JAN_NGL	8	JAN NGL BBLs
G	FEB_OIL	8	FEB OIL BBLs
H	FEB_GAS	8	FEB GAS MCF
I	FEB_NGL	8	FEB NGL BBLs

DEFINITION OF TERMS
YEAR: Is the Calendar year of data. ie 2004
OPERATOR ID: Is the ID of the Well Operator.
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XXX_OIL: Is an 8 digit numeric value with no decimal. It is the measurement of the volume of oil production that month that is determined through the standard practices of common carriers in the State of West Virginia. The volume of oil shall be same volume on which the royalty interest was determined and shall be acceptable pipeline quality in barrels (42 gallons). No production should be indicated with a 0 (zero).

Save Changes Back Next Print Current Version Reset Navigator Menu Index Home



Resubmit Data

west virginia
dep **electronic submission system**
section list

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

SUBMIT APPLICATION

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

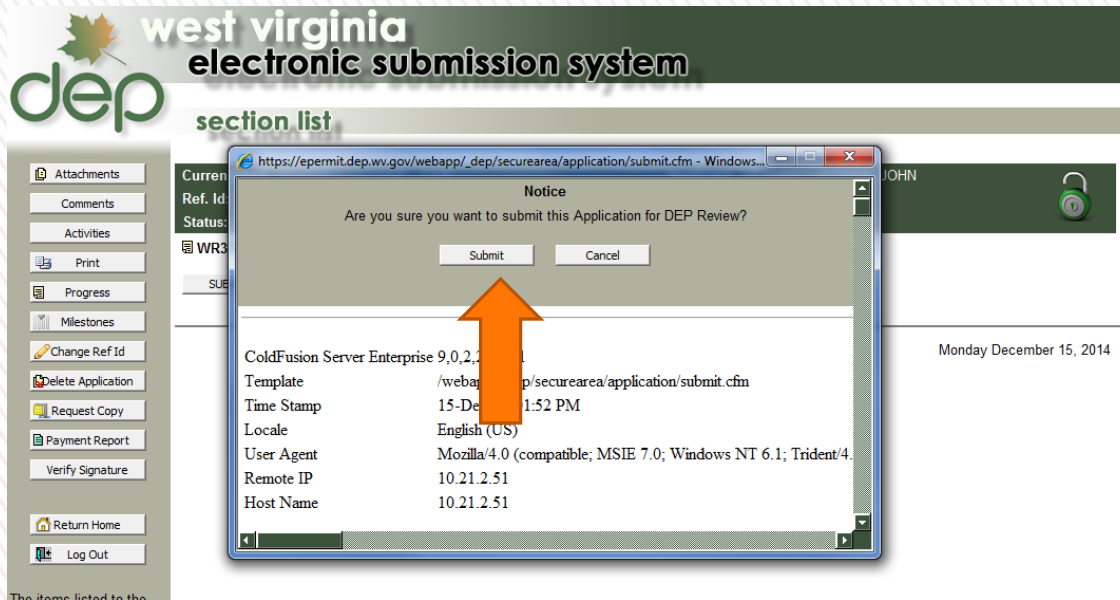
Monday December 15, 2014

The items listed to the right make up the application.

As shown in Step 9 above, the "Submit Application" screen appears.

Now select "Submit Application"

Resubmit Button - Confirm



This confirmation screen appears.

Select the "Submit" button.

The data is now uploading. This may take a few seconds, up to a minute.

Do not disturb this process.

Corrections Complete

After successful upload, this screen appears.

The system has accepted your data submission.

The person logged-in will receive an automatic email listing the warnings on wells you submitted. You can review your records and work on corrections to WVDEP records.

You will notice that the “padlock” has turned red in color. This indicates that this application is complete on your end, and that no further changes can be made by you.

This will complete your data submission.



west virginia dep electronic submission system

section list

Attachments
Comments
Activities
Print
Progress
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending


This Application was submitted on 12/15/2014 13:54:59

WR39E: [Electronic Production Submittal](#)

"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

Monday, December 15, 2014

Saving Work and Returning Later



west virginia electronic submission system

selection process

[My Account](#)
[Return Home](#)
[Browser Support](#)
[Log Out](#)

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Welcome KEARNEY-OUTSIDE, JOHN

Process:

Office:

Applicant: (Who is this?)

Type:

Ref. ID:

Status:	<input checked="" type="radio"/> Open <input type="radio"/> Closed	2 rows
Search: <input type="text"/>		
Locked	Ref. ID	Created
	New/Pending - XYZ Oil and Gas 2014 Production (12/12/2014)	12/12/2014
	New/Pending - XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	12/16/2014

[Log out](#)

Last 60 days work-in-progress						
Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	Submitted	12/16/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas 2014 Production (12/12/2014)	Submitted	12/15/2014

NOTE:

The ESS allows you to leave the system (prior to submitting data) and come back later to complete your data entry.

If you logout prior to Step 9 above, you may log back in. On login, you can choose "Continue" in the Process box, choose these options, and return to the Pending applications you created earlier

This may be useful if you have well data to correct prior to final submission.

It will show only the work you created.

Final Instruction

If you find there are many warnings, one option is to go back to your WR-39e file, cut out the problem wells, paste them to another WR-39e file, give it a unique name, and submit your good data while you work on your corrections.

You just have to give the file and the ESS submittal a unique name.

You will receive an email confirmation of data submittal.

You can check the DEP list of wells that are registered to you at:

https://apps.dep.wv.gov/oog/wellsearch_new.cfm

Again, Thank You for using the WV DEP's Electronic Submission System.

We have plans to continue, and expand, this type of direct data submission from the regulated community to the WV DEP. Our data handling systems will continue to evolve, and we hope to gain many advantages and efficiencies in our operations by using these type of systems. We expect these improvements will aid in your operations as well.